



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 | Olympia, Washington 98504-3113 | (360) 902-0555*

July 14, 2011

**OFM DIRECTIVE 11A-07**

**TO:** Agency Directors and Policy Manual Users

**FROM:** /s/ Wendy Jarrett, Statewide Accounting Manager  
Accounting Division

**SUBJECT: Chapter 95 - Federal Assistance Reporting**

We have revised Chapter 95, Federal Assistance Reporting, of the state of Washington's *State Administrative and Accounting Manual* (SAAM), effective **June 30, 2011**. This directive recaps the critical dates related to federal year-end reporting.

Key changes in Section 95.10 include:

- Eliminated the Rural Rental Housing cluster.
- Changed the title of two clusters: Public Works and Economic Development to Economic Development; and Food for Peace to Foreign Food Aid Donation.
- Added two new clusters: JAG Program and CDFI.
- Added five programs to the Student Financial Assistance cluster: 84.037 Perkins Loan Cancellations, 84.408 Postsecondary Education Scholarships for Veteran's Dependents, 93.264 Nurse Faculty Loan Program, 93.407 ARRA - Scholarships for Disadvantaged Students and 93.408 ARRA - Nurse Faculty Loan Program.
- Added a program to the Medicaid cluster: 93.720 State Survey and Certification Ambulatory Surgical Center Healthcare Associated Infection (ASC-HAI) Prevention Initiative.
- Added a program to the Highway Planning and Construction cluster: 20.933 Surface Transportation Infrastructure-Discretionary Grants for Capital Investments II.
- Added a program to the Economic Development cluster: 11.010 Community Trade Adjustment Assistance.
- Removed two programs from the Homeland Security cluster: 93.053 Citizen Corps and 97.071 Metropolitan Medical Response System.

These changes reflect the modifications to federal audit clusters included in the March 2011 OMB A-133 *Compliance Supplement*, Part 5.

Agency Directors and Policy Manual Users  
July 14, 2011  
Page 2 of 2

As required in Section 95.20, agencies are to electronically complete and submit their federal disclosure forms by **September 13, 2011**. The original signed Federal Assistance Certification form and any required attachments are to be mailed to the following address by **December 6, 2011**:

Office of Financial Management  
Statewide Accounting  
P.O. Box 43113  
Olympia, WA 98504-3113

Agencies are encouraged to reconcile federal reporting data by the end of Phase 2 (**September 13, 2011**) so that the Agency Financial Reporting System (AFRS) reflects correct data for completing the federal forms.

Questions regarding federal assistance reporting should be directed to Andrea Brown at: [andrea.brown@ofm.wa.gov](mailto:andrea.brown@ofm.wa.gov).

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at: [www.ofm.wa.gov/resources/default.asp](http://www.ofm.wa.gov/resources/default.asp).

If you are maintaining a hardcopy manual, a link to the replacement pages is available at: <http://www.ofm.wa.gov/policy/replacement-pages.asp>.